

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

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- **FORMS MANAGEMENT**
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- **RECORDS MANAGEMENT**
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- **STATE RECORDS CENTER**
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- **STATE ARCHIVES**
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- **PRESERVATION AND CONSERVATION LAB**
6440 East 30th Street
Indianapolis, Indiana 46219
(317) 591-5222
- **IARA website:**
<http://www.IN.gov/iara>

PUBLIC RECORDS

The foundation

The memory

The protector of

Democracy in Government

*"A popular government, without
popular information, or the means
of acquiring it, is but a prologue to
a farce, or a tragedy; or, perhaps
both.*

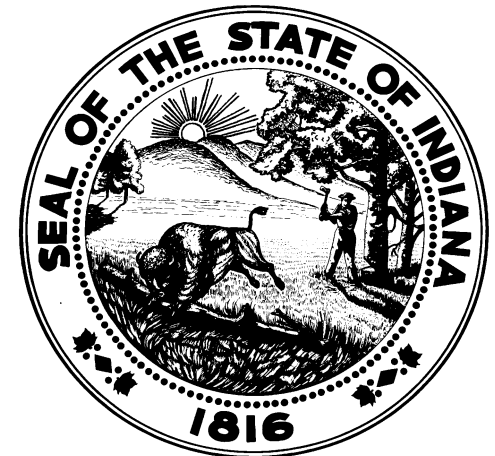
*Knowledge will forever govern
ignorance; and a people who mean
to be their own governors must arm
themselves with the power which
knowledge gives."*

--James Madison

4th President of the United States

ARCHIVES AND RECORDS ADMINISTRATION

402 West Washington Street, Room W472



Indianapolis, Indiana 46204-2379

ARCHIVES AND RECORDS ADMINISTRATION

MISSION STATEMENT

Assist state and local governments in the efficient management of public records, including design, use, storage, and permanent preservation.

FORMS MANAGEMENT

Provide efficient and cost-effective forms, eliminate confusing and unnecessary record keeping, provide education, and understanding of the vital role of forms in state government.

RECORDS MANAGEMENT

Ensure lawful, efficient retention of necessary public records and coordinate destruction or permanent preservation when no longer needed by state agencies.

STATE IMAGING AND MICROFILM LABORATORY

Provide filming and processing services, assist in the development of standards, and coordinate utilization of all micrographics equipment.

STATE RECORDS CENTER

Store public records in a safe and secure environment, provide authorized access and carry out approved destruction procedures.

STATE ARCHIVES

Preserve and provide efficient access to historical information and records, protect critical records, and help local government manage and preserve records.

PRESERVATION AND CONSERVATION LAB

Restore and repair valuable and historical records, implement a records disaster recovery program, and coordinate statewide preservation programs.

The Archives and Records Administration (formerly the Commission on Public Records) was created by Public Law 1035, chapter 219, on 11 March 1935. The Indiana General Assembly expanded and modified the Administration's organization and responsibilities in 1961, 1971, 1979, 1983, and 2015.

The Administration became an independent state agency in 1979, and consists of: Forms Management, Records Management, State Records Center, State Archives, Micrographics and Imaging Services, and the Conservation Lab, thereby serving the entire life cycle of information and records. Together with the administrative staff, these divisions create, manage, distribute, and preserve the information of the State of Indiana through efficient and fiscally responsible policies and procedures.

The life of all information record keeping begins with a well-designed form (Forms Management) which after distribution and use becomes a record. This record is then destined, through a retention schedule (Records Management), for ultimate destruction or preservation. Depending on the retention schedule, the record can be stored temporarily and then destroyed (State Records Center), or it can be preserved permanently as an historic record (State Archives). Some important records are microfilmed (State Imaging and Microfilm Laboratory), or are restored and/or repaired (Conservation Lab).

The Oversight Committee on Public Records functions as the policy-making body for the Administration, and consists of the Governor, the Secretary of State, the State Examiner for the State Board of Accounts, the Director of the State Library, the Director of the Historical Bureau, the Director of the Archives and Records Administration, the Commissioner of the Department of Administration, the Public Access Counselor, and two lay members appointed by the Governor for four-year terms.

Since safeguarding public information is a vital function of government, the Administration's role is to reduce paperwork, preserve Indiana's history, and improve the efficient operation of state government.

